

## Team Leader Job Description

Grimsby Town Sports and Education Trust are looking for passionate individuals who are ready to build up their experience with a demanding role as part of an intensive summer NCS programme.

This role is suitable for a dynamic and confident person with experience of working with groups of young people, and who can both motivate them and command their respect. NCS is a once-in-a-lifetime opportunity open to all 16- & 17-year-olds in England that helps them build skills for work and life, whilst taking on new challenges and meeting new friends.

The groups are composed of approximately 12-16 young people and the leader will be expected to work under the direction of the NCS Officer and assist with the pastoral care and support the development of the young people. Previous experience would be welcome but is not essential.

**Job Title:** Team Leader

**Reports to:** Wave Leader/Programme Manager

**Contract length:** Seasonal, 70 hours (2 week Programme) 140 hours (4 week Programme).

**Location:** Various location in North East Lincolnshire

**Payment:** Earn up to **£1,645.00** for summer 2022 programme

**Contract:** *2-week seasonal contract and four week seasonal contract available.*

### **Training, planning and induction with your team:**

- **Mandatory Residential training:** 20<sup>th</sup> – 22<sup>nd</sup> May 2022
- **Attend Keep warm activities:** Attend a minimum of one Keep Warm Evening (dates to be confirmed).
- **Induction Evening:** 13<sup>th</sup> July 2022 – 6pm - 7:30pm

**Programme Dates:** (All summer 2022 programmes have planned residential elements to the first week, subject to Government guidelines).

**Wave 1: 18 July 2022 – 29<sup>th</sup> July 2022**

**Wave 2: 25<sup>th</sup> July 2022 – 5<sup>th</sup> August 2022**

**Wave 3: 1<sup>st</sup> August 2022 – 12<sup>th</sup> August 2022**

**Wave 4: 8<sup>th</sup> August 2022 – 19<sup>th</sup> August 2022**

**2<sup>nd</sup> September 2022:** NCS Annual Awards Evening: In addition to the programme you are expected to attend this evening to celebrate the journey of all young people involved.

This role would be suitable for anyone interested in youth work or teaching who may wish to develop their skills and expertise in this area as well as benefiting from this experience.

### **Assignment Job Description:**

- As a NCS Team Leader you shall be responsible for a group of 15/16 NCS Participants and ensuring they complete the NCS Programme in accordance with the NCS delivery contract.
- To keep your group of young people focused and on track with the programme.
- To assist in the delivery of activities for participants, and to be responsible for ensuring that young people complete the required 30 hours of social action and planning and delivery during weeks three and four.
- To act as a liaison during the NCS programme for young people aged 15-17 and their parents/ carers with NCS.
- To resolve minor issues daily and to ensure that the NCS Coordinator is aware of all safeguarding issues.

### **Main Responsibilities:**

Your main responsibilities during the NCS programme are listed below.

- To ensure group harmony and facilitate the group dynamics, tackling any problems and resolving confrontation.
- To refer appropriate welfare issues to the NCS Coordinator and ensure the immediate welfare needs of the young people are met.
- To ensure all personal information regarding young people is kept confidentially in accordance with data protection requirements.
- To ensure the safeguarding of young people is paramount and report any issues to the NCS Manager.
- To report any concerns/incidents to the NCS Coordinator at the earliest opportunity.
- To administer basic first aid if required.
- To complete the incident report, form at the earliest opportunity incident taking place.
- To assist in the administration of medication for young people if required/appropriate.

### **NCS Activities:**

- To provide support during NCS to your allocated team, acting as their mentor and first port of call for any queries.
- To ensure appropriate video/photographic footage is taken to record your team`s activities.
- To ensure that all activities are undertaken in the spirit of NCS` social bond.
- To ensure all young people observe rules pertaining to appropriate behaviour and always conduct as laid out in the NCS social bond.
- To complete the daily NCS attendances registers and report this to the NCS coordinator.
- To uphold and positively contribute to the credible reputation of GTSET and the ethos of NCS, over the course of all activities associated with the NCS project.
- To act if inappropriate behaviour happens.

### **Social Action Projects:**

- To facilitate the delivery of successful Social Action Projects, in consultation with the local communities, with support from the NCS office staff.
- To ensure that you and your team adhere to all risk assessment protocols, observing all health and safety requirements.
- To ensure any fundraising is done in accordance with collection licences provided and all money donated is given to the intended charity.

### **Guided Reflection:**

- To ensure that your group members share NCS experiences and facilitate the daily process of Guided Reflection

### **Training:**

- To attend the team leader training events including first aid, safeguarding children, risk assessment, guided reflection, and team building.

### **General:**

- To represent GTSET during the programme of NCS in a professional manner.
- To promote and safeguard the welfare of young people for whom you are responsible and with whom you come into contact.
- Any other duties, consistent with the main purpose of the job, as may be specified from time to time.

## **Personal Specification: Skills and Experience**

### **Experience Required for The Post:**

- Prior experience of working with teenagers in a supervisory role is essential.
- Must be able to demonstrate problem solving skills, ability to motivate, inspire and use your own initiative.

### **Proven Skills:**

- Must be able to demonstrate an ability to build a rapport with young people and maintain effective and professional relationships.
- Must be able to demonstrate the ability to resolve effectively and respectfully potential or existing conflicts, showing creativity and resourcefulness.

### **Personal Qualities:**

- A genuine interest in the welfare of young people and commitment to supporting them throughout the duration of NCS.
- Strong interpersonal skills and good verbal communication skills.
- Confidence in developing the respect of young people.
- Enthusiasm and drive to ensure successful delivery of NCS.
- Empathic, sensitive, and approachable nature.
- Tolerance and patience.
- Ability to remain calm and composed in difficult situations.
- Sound judgement and responsible nature.
- Good organisational and problem-solving skills.
- Ability to lead and work as part of a team.
- Flexible approach to work.
- Commitment to support young people throughout the duration of NCS.

### **Paid leave entitlement:**

No leave entitlement is payable.

### **DBS Check:**

The post will be offered subject to satisfactory DBS clearance.

### **Disciplinary and grievance:**

Grimsby Town Sports and Education Trust Disciplinary and Grievance policy applies to this post.

### **Training:**

Successful candidates are required to attend 3 training workshops in advance of the programme commencing – the training is mandatory.

### **Equality and Diversity:**

The post holder must be aware of equality and diversity principles and comply with the Grimsby Town Sports and Education Trust equality and diversity procedures.

### **Health and Safety:**

All staff are responsible for the implementation of the health and safety procedures so far as it affects them, their colleagues, and their team. The post holder is also expected to complete all risk assessments for their team's activities and ensure the safety of the young people and staff within their team throughout the programme.

### **Are You Eligible?**

To be eligible for shortlisting, a candidate should have experience of working on the NCS programme and must have experience of working with young people in a community setting.

This is not a 9:00am-5:00pm job, so commitment, passion, and a love of knowing that you will be making a difference is going to be vital to your success within this role. The successful applicant will need to be available to work for all four weeks of the programme and be available for Keep Warm Events in the lead up to departure.

### **How to Apply**

If you meet the essential criteria (as a minimum) and are interested in applying, please send your completed application form to Adie Merrikin either by email [adie.merrikin@gtfcet.co.uk](mailto:adie.merrikin@gtfcet.co.uk) or post, marked "Private and Confidential", to:

Adie Merrikin, NCS Operations Manager, Grimsby Town Sports and Education Trust, Blundell Park, Grimsby Road, Cleethorpes, North East Lincolnshire, DN35 7PY.

Closing date for applications – **Monday 28<sup>th</sup> February 2022.**

Successful applicants will be required to take part in a two-part interview including an assessment event.

Please note that the job will be subject to satisfactory references and enhanced DBS checks. Grimsby Town Sports and Education Trust is an Equal Opportunities employer and welcomes applications from all sections of the community.